



June 22, 2006

TO: Transportation Authority of Marin Executive Committee

FROM: Dianne Steinhauser, Executive Director

RE: Professional Services Contract with All City Management Services, Inc., for Crossing Guard Services, Strategy 4, Agenda Item 13

Dear Commissioners:

Executive Summary

The TAM Crossing Guard program will provide trained crossing guards for critical intersections throughout Marin County. TAM will contract with a professional company that specializes in crossing guard programs. Under contract to TAM, the selected firm will provide guards at locations recommended by the TAC and approved by the TAM Board.

Recommendation: The Board approve a contract with All City Management Services Inc. for an amount of \$513,594 for the implementation of the Crossing Guard Program.

In April 2006, TAM released a Request for Proposals (RFP) for qualified consultants to implement and manage the Crossing Guard program. This program will provide trained crossing guards for Marin County's most critical intersections. One proposal was received from All City Management Services, Inc. (ACMS). The proposal was reviewed by a selection panel comprised of staff members from the Marin County Office of Education, the Marin County Public Works Directors, the Tiburon Police Department and TAM. The panel evaluated the written proposal and held an interview with ACMS representatives on May 11, 2006. Based on the overall qualifications of ACMS, their experience with crossing guard programs throughout California and the interview, the panel recommended that ACMS be selected to manage and implement the Crossing Guard Program.

Scope of Services

The scope of work provides for the implementation of the crossing guard program at up to 50 locations in Marin County. The scope includes the recruitment and screening of potential crossing guards, the orientation, training and supervision of the guards and the management of the program. The crossing guard contractor will provide appropriate clothing and equipment.

At this time, 39 locations have been approved for funding by the TAM Board (Feb 23, 2006). The contract allows for the inclusion of additional crossing guard locations that may be approved for funding by the Board based on the school pedestrian and vehicle data collection and evaluation currently underway.

Budget

The contract provides \$513,594 in funding for the crossing guard program. Funding for the Crossing Guard Program is included in the Expenditure Plan.

Schedule

The consultant contract will be in effect through June 30, 2007. An opportunity for a contract extension after that period of time is included in the contract.

Recommendation

Staff recommends that TAM authorize the Chair to execute the Professional Services Contract with All City Management Services, Inc. for the amount of \$513,594 for the implementation of the Crossing Guard Program.

Attachment: Professional Services Contract (C-FY05/06-006) with All City Management Services, Inc.

**TRANSPORTATION AUTHORITY OF MARIN
STANDARD SHORT FORM CONTRACT**

THIS AGREEMENT is made and entered into this 22 day of June, 2006 by and between the TRANSPORTATION AUTHORITY OF MARIN, hereinafter referred to as "TAM" and All City Management Services, Inc., hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, TAM desires to retain a person or firm to provide the following services: Crossing Guards Services; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by TAM, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit "A"** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The TAM agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit "B"** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract.

Contractor shall provide TAM with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO TAM:

In no event will the cost to TAM for the services to be provided herein exceed the maximum sum of \$ 513,594.00 including direct non-salary expenses.

5. TIME OF AGREEMENT:

This Agreement shall commence on July 1, 2006, and shall terminate on June 30, 2007. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to TAM. The general liability policy shall be endorsed naming the TRANSPORTATION AUTHORITY OF MARIN as an additional insured. The certificate(s) of insurance and required endorsement shall be furnished to the TAM prior to commencement of work. Each certificate shall provide for thirty (30) days advance notice to TAM of any cancellation in coverage. Said policies shall remain in force through the life of this Contract and shall be payable on a per occurrence basis only, except those required by paragraph 6.4. a. and b. which may be provided on a claims-made basis consistent with the criteria noted therein.

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify and hold the TAM, its employees, officers, and agents, harmless and defend the TAM against any and all claims, damages, losses and expense that may arise by reason of the Contractor's negligent actions or omissions. TAM agrees to timely notify Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement. In addition to any other available remedies, TAM may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

A request for a waiver of any of the following insurance requirements must be set forth on **Exhibit "C"** attached hereto. A waiver must address reduced amounts of coverage or the type of coverage waived entirely.

6.1 GENERAL LIABILITY

The Contractor shall maintain a commercial general liability insurance policy in an amount of no less than one million dollars (\$1,000,000.00). The TAM shall be named as an additional insured on the commercial general liability policy and the Certificate of Insurance shall include an additional endorsement page.
(see sample form: ISO - CG 20 10 11 85).

☐ Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.2 AUTO LIABILITY

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars (\$1,000,000.00).

☐ Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.3 WORKERS' COMPENSATION

The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work under this Contract. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to TAM prior to commencement of work.

☐ Insurance Reduction or Waiver of Coverage Requested (Exhibit "C")

6.4 OTHER INSURANCES

Contractor may be required to carry additional insurance based upon the nature of the work to be performed (scope of services). For each additional required insurance, a corresponding certificate of insurance must be provided. Claims-made policies must have a retroactive date either prior to the effective date of the Contract or the beginning of the Contract work. Claims-made coverage must extend a minimum of twelve (12) months beyond completion of Contract work or end of current Contract, whichever is later. If coverage is cancelled or non-renewed, and not replaced with another claims made policy with a retroactive date prior to the Contract effective date, the Contractor must purchase extended reporting coverage for a minimum of twelve (12) months beyond completion of Contract work. Contractor shall maintain a policy limit of not less than one million dollars (\$1,000,000) per incident, with a deductible or self-insured retention not to exceed \$2,500 unless approved by the TAM.

6.4.a Professional Liability Insurance.....☐ (check box if required)

*Deductibles greater than \$2,500 require Insurance Reduction/Waiver form (Exhibit "C") to be completed.

6.4.b Maritime Insurance.....☐ (check box if required)

7. NONDISCRIMINATORY EMPLOYMENT:

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the TAM except for any subcontract work identified herein. If Contractor hires a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Agreement and shall require subcontractor to name Contractor as additional insured under this Agreement. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the TAM evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the TAM.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit TAM to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at TAM's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from TAM. Contractor shall refund any monies erroneously charged.

12. TITLE:

Any and all documents, information and reports concerning this project prepared by the Contractor, shall be the property of the TAM. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Contractor shall promptly turn over all information, writing and documents to TAM without exception or reservation.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the TAM may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the TAM. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and worker's compensation.

15. AMENDMENT:

This Contract may be amended or modified only by written agreement of all parties.

16. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to TAM, as is evidenced in writing.

17. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin TAM, California.

18. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold TAM, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract. Nothing herein shall be construed as a limitation of Contractor's liabilities.

19. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws (including, but not limited to the TRANSPORTATION AUTHORITY OF MARIN Nuclear Free Zone, Living Wage Ordinance, and Resolution #2005-97 of the Board of Supervisors prohibiting the off-shoring of professional services involving employee/retiree medical and financial data) affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the TAM's contact person referenced in paragraph 20. NOTICES below.

20. NOTICES:

This Contract shall be managed and administered on TAM's behalf by the Department Contract Manager) named below.
All invoices shall be submitted and approved by this Department and all notices shall be given to TAM at the following location:

Contract Manager: Dianne Steinhauser
Dept./Location: Transportation Authority of Marin

Telephone No.: (415) 507 2714

Notices shall be given to Contractor at the following address:

Contractor: All City Management Services
1749 S. La Cienega Blvd.
Address: Los Angeles, CA 90035
(800) 540 9290
Telephone No.:

21. ACKNOWLEDGEMENT OF EXHIBITS

CONTRACTOR'S INITIALS

EXHIBIT A. ☐ **Scope of Services (required)**

EXHIBIT B. ☐ **Fees and Payment Schedule (required)**

EXHIBIT C. ☐ **Insurance Reduction/Waiver**

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

APPROVED BY
TRANSPORTATION AUTHORITY OF MARIN:

By: _____
CHAIR, STEVE KINSEY

CONTRACTOR:

By: _____
Name: Baron Farwell
Telephone No.: (800) 540-9290

TAM COUNSEL REVIEW AND APPROVAL (Only required if any of the noted reason applies)

REASON(S) REVIEW:

- ☐ Standard Short Form Content Has Been Modified
☐ Optional Review by TAM Counsel at Department's Request

TAM Counsel: _____

Date: _____

EXHIBIT "A"

SCOPE OF SERVICES

The contractor will:

1. Provide capable and reliable personnel to fill the crossing guard requirements of TAM; and
2. Provide a staff member(s) to manage the Crossing Guard program for TAM.

Recruiting and Employee Screening

The contractor will implement a recruiting plan that will assure a fully qualified crossing guard to be available for each crossing guard location designated by TAM. All applicants for crossing guard positions will be prescreened to determine qualifications and suitability for employment, including a criminal background check. Crossing guards must meet minimum standards as follows:

1. Be a minimum of 18 years old;
2. Not have any felony convictions or misdemeanor convictions involving crimes against children;
3. Have the ability to communicate clearly and concisely with motorists and pedestrians; and
4. Demonstrate the following abilities and characteristics:
 - a) Good physical condition, including sight and hearing;
 - b) Neat appearance;
 - c) Sense of responsibility for the safety of children;
 - d) Good verbal communication skills; and
 - e) Familiarity with traffic rules and regulations.

Crossing Guard applicants who meet the above minimum standards will be fingerprinted at the Sheriff Department for a criminal background examination. TAM has the absolute right at its sole discretion and judgment to reject the persons proposed by Contractor to have face-to-face personal contacts with school children in the execution of this contract. The Contractor must provide the agreed number of crossing guards clearing TAM's background check no later than five days prior to commencement of the program.

The applicants that successfully complete the employee screening and background investigation will be invited to the initial orientation/training meeting.

Orientation

The orientation meeting will provide information on the contractor including the company background and history. The orientation meeting will provide prospective crossing guards to discuss any issues, concerns or questions that they have regarding the program and the contractor. Following the orientation meeting, the opportunity for completion of the contractor's employment forms will be provided.

Training

The contractor will provide a training program for each crossing guard before he/she is assigned to any crossing guard duties. The training program will outline the goals, expectations and responsibilities of a school crossing guard. The orientation procedures and training standards shall be approved by TAM and should include instruction on holding the crossing guard stop sign, wearing the required crossing guard safety vest, and properly reporting to the local Police Department any violations by motorists for failure to stop as instructed by crossing guards.

At the conclusion of the training session, the contractor will; 1) review all work schedules with the current Crossing Guards that are transferring to the TAM program; 2) issue equipment to all Crossing Guards; 3) process and issue Picture ID cards; 4) provide interim Area and/or Field Supervisor(s) contact information to all Crossing Guards; 5) select and work with all "New Hires;" 6) interview with all prospective Area or Field Supervisors.

Management and Reporting

The contractor shall provide a staff member to supervise the Crossing Guard program for TAM. The supervisor must have a minimum of a high school education and a valid California driver's license. The supervisor shall be available at all times when crossing guards are on duty: 1) to see that guard activities are taking place at required locations and times; 2) to respond to problems and/or complaints; and 3) to return phone calls to TAM within 30 minutes. The supervisor shall have a vehicle to travel to work sites and visit each school site on a regular basis.

The supervisor shall assign schedules, monitor and supervise crossing guards when necessary. Each crossing guard hired must be able to contact that supervisor in the event he/she cannot report for his/her assignment. When a crossing guard is unable to report to his/her assigned location, the supervisor must ensure that a substitute crossing guard will be supplied for the designated location at the times required under this contract.

At a minimum, the contractor shall establish quarterly contact with a TAM representative for quality assurance of the program.

Clothing and Equipment

The contractor shall supply all necessary equipment, including signs, traffic vests, whistles and raincoats.

Locations and Hours

The contractor will be responsible for ensuring that crossing guard services are provided at the designated locations and at the designated hours on all days in which the designated schools in Marin County are in session. The contractor shall coordinate any scheduling questions and any schedule changes directly with TAM.

The crossing guard locations (38) and approximate times for the 2006-2007 school year are shown in Attachment A to this scope. Additional crossing guard locations will be evaluated by TAM during May – July 2006. This evaluation may result in additional crossing guard locations for this contract. A total of 50 locations are included in this contract for the 2006-2007 school year.

As requirements are evaluated, TAM reserves the right to add, delete, or revise the schedules, locations, and/or any portion of the work at any time with a 30-day notification, as may be deemed advisable at the contract price. Price negotiations on the contract are optional if the amount of the work is different from the above estimates by 25 percent or greater.

Term and Termination of Contract

The Contract shall become effective on the date of execution and shall continue in full force and effect until the end of the school year in June 2007. At that time, the Contract may be renewed by both parties for two additional school years. Contract renewal may be approved by TAM's Executive Director on behalf of TAM.

EXHIBIT "B"
Fees and Payment Schedule

Payment and Records

The agreed upon cost for providing crossing guards at 50 locations for a 180 day school year is a total of thirty-one thousand five hundred (31,500 hours) shall not exceed five hundred thirteen thousand five hundred ninety four dollars (\$513,594.00), including \$503,494 for direct costs and \$10,100 for additional direct costs.

The contractor shall submit invoices to TAM on a monthly basis for the number of hours actually worked. The contractor shall manage all payroll responsibilities, ensuring that all guards receive weekly payroll and workers' compensation coverage in accordance with all state and federal requirements.

Contractor will be compensated per the billing rates with the total not to exceed \$513,594.00 over the contract performance period from July 1, 2006 to June 30, 2007.

DIRECT LABOR COST

TAM will pay for hourly services in accordance with the agreed crossing guard locations and hours at the agreed hourly rate of ten dollars and seventy-five cents (\$10.75), with a three and one half (3 1/2) hour minimum day. Training will be provided at the same rate for six hours per guard. Crossing guard supervisors will be paid at the hourly rate of twelve dollars (\$12.00), for an eight hour day.

Hourly rates:	
Crossing Guard services	\$338,625
Training	\$4837
Supervisors	\$34,560
Sub Total	\$378,022
Overhead:	
Insurance, workers comp, and liability insurance	\$88,835
Travel allowance for supervisors	\$5,406
Administrative Services and Fees	\$21,130
Sub Total overhead	\$125,471
Total	\$503,493
Hourly rate	\$15.98

ADDITIONAL DIRECT COSTS

Additional Direct Costs will be reimbursed as follows:

- | | |
|-------------------------------|-------------------------------|
| 3. Uniforms and equipment | At invoice cost to Contractor |
| 4. Department of Justice Fees | At invoice cost to Contractor |

The budget for additional direct costs (based on up to 60 crossing guards) is:

Uniforms and equipment	\$5,600
Department of Justice Fees	\$4,500
Total	\$10,100

Crossing Guard Location Recommendations				
Transportation Authority of Marin 2006				
Number	Location Street - City	School District	School	Approximate times *
1	SFD Blvd & Laurel Grove Ave Kentfield	KENTFIELD	Kent Middle School	7:45 - 8:45 am 2:15 - 3:15 pm
2	College Ave & Woodland Ave Kentfield		Kent Middle School	7:45 - 8:45 am 2:45 - 3:45 pm
3	College Ave at Stadium Way Kentfield		Kent Middle School	7:45 - 8:45 am 2:45 - 3:45 pm
4	Corte Madera & Tamalpais Dr Corte Madera	LARKSPUR	Neil Cummins School	7:00 - 8:30 am
5	Mohawk, in front of Neil Cummins School Corte Madera		Neil Cummins School	7:00 - 8:30 am
6	Tam Racket Club & Doherty Rd Larkspur		Hall Middle School	7:00 - 8:30 am
7	Tamalpais Dr & Eastman Ave Corte Madera		Neil Cummins School	7:00 - 8:30 am
8	Magnolia Ave & King St. Larkspur		Hall Middle School	7:00 - 8:30 am
9	E. Strawberry Dr. & Strawberry School Marin County	MVSD	Strawberry Point School	8:00 - 9:00 am 2:45 - 3:45 pm
10	Throckmorton Ave & Old Mill St Mill Valley		Old Mill School	7:45 - 8:45 am
11	East Blithedale and Lomita Ave Mill Valley		Mill Valley Middle School	8:00 - 9:00 am 2:45 - 3:45 pm
12	Camino Alto and Sycamore Ave. Mill Valley		Mill Valley Middle School	8:00 - 9:00 am 2:45 - 3:45 pm
13	Center Road & Wilson Ave Novato	NUSD	Lu Sutton Elementary School	7:45 - 9:15 am 1:45 - 3:20 pm
14	Center Road & Leland Dr Novato		Lu Sutton Elementary School	8:00 - 9:30 am 1:40 - 3:10 pm
15	S Novato Blvd & Sunset Pkwy Novato		Lynwood Elementary School	8:00 - 9:30 am 1:40 - 3:10 pm
16	Sutro Ave & Dominic Dr Novato		Pleasant Valley Elementary School	8:00 - 9:30 am 1:40 - 3:10 pm
17	Arthur & Cambridge St Novato		Rancho Elementary School	8:00 - 9:30 am 1:40 - 3:20 pm
18	S Novato Blvd & Yukon Way Novato		Rancho Elementary School	8:00 - 9:30 am 1:40 - 3:20 pm
19	San Marin Dr & San Ramon Way Novato		San Ramon Elementary School	8:00 - 9:00 am 2:45 - 3:45 pm
20	Diablo Ave between Hill and Center Novato		Hill Middle School	8:00 - 9:30 am 1:40 - 3:20 pm
21	Alameda Loma & Calla Mesa Novato		Loma Verde Elementary School	8:00 - 9:30 am 1:40 - 3:10 pm
22	Paladini & Vineyard (@ school) Novato		Sinaloa Middle School	8:00 - 9:30 am 1:40 - 3:20 pm
23	Wilson & Vineyard Novato		Sinaloa Middle School	8:00 - 9:30 am 1:40 - 3:20 pm
24	Blackfield Dr & Tiburon Blvd Tiburon	REED	Bel Aire School	7:30 - 8:30 am 1:00 - 3:00 pm
25	Avenida Mireflores & Tiburon Blvd Tiburon		Del Mar School	7:30 - 8:30 am 1:00 - 3:00 pm
26	Tiburon Blvd & Lyford Dr Tiburon		Reed School	7:30 - 8:30 am 1:00 - 3:00 pm
27	Trestle Glen & Tiburon Blvd Tiburon		Del Mar School	7:30 - 8:30 am 1:00 - 3:00 pm
28	Lagunitas & Allen Ave (ShadyLane) Ross	ROSS	Ross Elementary School	7:45 - 8:45 am 2:15 - 3:15 pm
29	Ross Common & Lagunitas (Poplus) Ross		Ross Elementary School	7:45 - 8:45 am 2:15 - 3:15 pm
30	Lagunitas & SDF Blvd Ross		Ross Elementary School	7:45 - 8:45 am 2:15 - 3:15 pm
31	Green Valley Court & Butterfield Sleepy Hollow	ROSS VALLEY	Brookside School	7:45 - 8:45 am 2:30 - 3:30 pm
32	Oak Manor & SFD Blvd Fairfax		Manor Elementary School	7:45 - 9:45 am 1:45 - 3:30 pm
33	117 N San Pedro Road (in front of school) San Rafael		Gallinas Elementary School	7:45 - 8:45 am 2:30 - 3:30 pm
34	Happy Lane & Fifth Ave San Rafael		Sun Valley Elementary School	8:00 - 9:00 am 2:30 - 3:30 pm
35	Woodland Ave & Siebel San Rafael		Laurel Dell Elementary School	8:00 - 9:00 am 2:30 - 3:30 pm
36	Las Gallinas and Miller Creek Rd Marin Wood	DIXIE	M. Silveria Elementary School	8:00 - 9:00 am 2:30 - 3:30 pm
37	Arias Street & Nova Albion Way San Rafael		Vallecito Elementary School	8:00 - 9:00 am 2:30 - 3:30 pm
38	Nova Albion Way (@ Vallecito School) San Rafael		Vallecito Elementary School	8:00 - 9:00 am 2:30 - 3:30 pm

*Note - hours to be adjusted for afternoons with early dismissal

Indicates that school is not participating or is undecided at this time